



**UNITED STATES MARINE CORPS**  
MARINE CORPS AIR STATION  
POSTAL SERVICE CENTER BOX 8003  
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 4100.1F  
SUR2  
22 May 02

AIR STATION ORDER 4100.1F

From: Commanding General, Marine Corps Air Station, Cherry Point  
To: Distribution List

Subj: CONSERVATION, UTILIZATION, AND CONTROL OF WOODEN PALLETS  
USED IN MATERIAL HANDLING

1. Situation. To provide guidance regarding the disposition of used wooden pallets.
2. Cancellation. AirStaO 4100.1E.
3. Mission. To ensure that all serviceable wooden pallets are returned to the Defense Distribution Depot Cherry Point (DDCN) and non-serviceable pallets are disposed of properly.
4. Execution
  - a. Commander's Intent and Concept of Operations
    - (1) Commander's Intent. To return used serviceable wooden pallets to the DDCN contractor in order to reduce contractor related costs, foster recycling, and sustain uncluttered work areas aboard the Air Station.
    - (2) Concept of Operation
      - (a) All unit commanders and Directorates/Department Heads shall remove used wooden pallets from their assigned work areas in a timely manner.
      - (b) Customers will off-load material from pallets prior to stocking, and hold these pallets in the unit's material receiving area for return to the DDCN contractor. Do not modify or retain used pallets for internal use.
      - (c) Customers will screen areas regularly for unused pallets and consolidate material to create empty pallets for turn in.
      - (d) When serviceable pallets are available for return, call 466-5602 or 422-1976. Advise the location, number of pallets

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to be returned, the name of a contact person, and if material handling equipment will be available to load the pallets onto the dispatched truck. If DDCN does not pick up the pallets within 48 hours after contact, take action to dispose of the pallets.

(e) Dispose all non-serviceable wooden pallets on a regular basis.

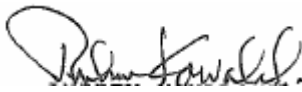
(f) Place pallets designated for disposal in an "Unpainted Wood Only" dumpster or take them to the Land Clearing and Inert Debris (LCIS) Landfill located on Access Road just past Building 4223 (across the road from the horse stables).

(g) If DDCN contractor desires to reutilize the wooden pallets, the contractor will pick up the pallets from the unit location. This will be accomplished at no cost to the government.

5. Administration and Logistics. The CG, 2d MAW, CO's, NADEP, NAVHOSP, CSSD-21, Commander, DDCN, and the Chief, DDMO concur with the contents of the Order insofar as it pertains to members of their command.

6. Command and Signal

- a. Signal. This Order is effective the date signed.
- b. Command. This Order is applicable to the Marine Corps Reserve.

  
ANDREW KOWALSKI  
Chief of Staff

DISTRIBUTION: A